

Use File Office

MEMORANDUM FOR: Executive Officer, Office of Security

SUBJECT : Records Officer Briefing Notes

1. Activity Area.

My area of concern is any "paperwork" problem. Besides providing paperwork advice and assistance, my objective is to develop independent records management abilities and procedures in every Division and Staff.

2. Current Conditions.

a. Forms Management.

We have 240 Security Forms and average 30 actions among them each month (reprints, changes, deletions, etc).

This occupies too much of my time. Agency aim is more action by office concerned. Last year 15 Security professionals attended two 2-hour Forms Design Workshops. The results were 30-50 improved forms and better related office procedures. I got better drafts and more time for two important automation surveys.

I propose another Forms Workshop.

b. Files Maintenance.

The File Equipment and Supply Control Procedures with A&TS/Log are excellent. Reviewed and approved requests concerning 45 items of equipment since January 1963.

Consultation requests concerning Records Systems and Equipment continue to arrive informally from every Staff and Division except O&D and TD.

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I still hope to arrange a training session for all Division and Staff clericals and secretaries on office file (not SRD) operations, supplies and equipment. (In the past, I gave 7 such talks to 300 Agency people).

c. Records Disposition.

We have moved from Headquarters to the Records Center 342 cu. ft. of files in 1962 and 327 in half of 1963.

Very important and priority is an inventory and new Records Disposal Schedule for the entire Office. The 1954 Schedule differs from the present Organization and Files.

Being drafted is a proposal that each area down to the lowest having a collection of files, appoint a person to meet with the Records Officer to complete an inventory and up-dated schedule.

Our many office files are a bigger problem than the master SRD file.

d. Vital Records.

A request is in for O/Logistics to up-date our microfilmed Vital Records collection during August.

A new V. R. Schedule was completed for SRD.

All other areas should re-evaluate their old Schedules.

This can be done during the above mentioned File inventory.

e. Automation.

(1) Despite the 5 successful computer runs, my personal attention and time are still required on the Special Center Listings. The OS/ADP Team and I advised [] that the Center must have a professional assigned to participate and take over this Project. This is essential for the future good of the Center.

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(2) The computer's Case Analysis is being used by SRD, ID, and PSD which is very good progress. They have made proposals for changes to meet their needs, which is a very favorable change from

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earlier criticisms. This analysis project has great management potentials and can expand its coverage. SRD's [] is most knowledgeable of this project, contributed much to its development, and is the most likely candidate to take it over soon.

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(3) The Executive Staff support should end and office responsibilities pick up if we can somehow get that policy concept across to the Division officers concerned.

(4) The new computer-produced safe combination project is being programmed in ADPS.

f. Surveys.

The Badge Office has many files on IBM cards. It also has acquired a bushel of jobs of varied styles. Messrs. [] and [] have asked me in there several times on forms, files, procedures, equipment and records disposal. An overall office procedure survey with automation possibilities is highly recommended. The OS/ADP Team agrees. At present I am working with [] on his Badge Files and office procedures, but I don't have time to do the full survey the Section needs.

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Records Management Officer
Office of Security

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TRANSMITTAL SLIP		DATE
TO: CIA Records Admin Officer		18 July 63
ROOM NO.	BUILDING	
604	1016 N. St. S.W.	
REMARKS:		
<div style="border: 1px solid black; height: 50px; width: 100%;"></div> <p>For your info -</p> <p>A few notes on my activities gathered for a briefing of the new Dir. of Security.</p> <p>P.S. He asked for problem areas.</p>		
FROM: <i>Finch</i>		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

☆ GPO : 1957-O-439445

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